

ADMINISTRATIVE INTERNAL USE ONLY

FBIS-1361/85
26 March 1985

MEMORANDUM FOR: Chief, Position Management and Compensation Division
OP/DDA

ATTENTION: Chief, DS&T Branch, PMCD

THROUGH: Director, Foreign Broadcast Information Service

FROM:
Chief, Personnel and Training Branch, FBIS

STAT

SUBJECT: Establishment of Seven New FBN Positions in Panama
Bureau on the FBIS Staffing Complement

It is requested that the following seven FBN positions be established on the FBIS staffing complement Panama Bureau. The establishment of these positions has been approved by the Ambassador. Roger channel message is attached.

1. Monitor - Unit Chief Supervisor - FBN 11 - The incumbent of this position supervises work of monitors on work shift in monitoring foreign language and English radio, press agencies, television broadcasts and newspapers. Incumbent also coordinates coverage arrangements, staffing, interbureau operations and provides other support for staff officers and chief monitor to ensure effective media exploitation to meet collection requirements.
2. Monitor Specialist - FBN 09 - The incumbent of this position will provide considerable expertise in area background, translation ability and operational techniques. Incumbent will provide ad hoc guidance to more junior monitors in translations and operational practices and responds to queries from staff duty officer on media characteristics, linguistic problems, and operational details.
3. Monitor Specialist - FBN 09 - See above.
4. Monitor Technician - FBN 06 - The incumbent of this position operates communication equipment to capture, record and distribute broadcast signals according to set or ad hoc schedules, many simultaneously, while coordinating with operations personnel to ensure optimum reception. Maintains reception logs, watch reports, and daily activity log. Performs minor repairs and maintenance of board equipment and coordinates with technical personnel on major repairs. Assists with installation and maintenance of such non-board equipment as antennas.

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5. Communications Operator - FBN 06 - Incumbent operates teletypewriter equipment, including telex, to transmit and receive all types of unclassified messages on one or more networks and systems, accepts messages for transmission and cuts tape in accordance with joint Army, Navy, and Air Force procedures, allied communications procedures and FBIS instructions.
6. Cruising Monitor Specialist - FBN 09 - Incumbent has achieved proficiency in the understanding and use of radio receivers, antennas, patch panels, and recording devices, and has acquired familiarity with the entire radio spectrum and the languages used by radio, radioteletype, and TV sources, especially within the bureau's coverage area.
7. Associate Editor - FBN 10 - Under general guidance of the American Editor, selects and prioritizes material of intelligence value from the foreign media, edits selected material in approved FBIS style and format and prepares it for wire-filing to consumers. Incumbent expected to be proficient in all duties and responsibilities with only general supervision. Provides important continuity to bureau editorial operations.



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CONCUR:



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28 MAR 1985

Director, Foreign Broadcast Information Service

Date

DDS&T/FBIS/Pers.  (15 Mar 85)

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